

Upon initial presentation, staff must first ask the individual or companion if they would like an auxiliary aid or service. The customer or companion must complete the **Customer or Companion Waiver For Free Interpreter Service** form to state whether they would like to receive auxiliary aids and services or not.

If it is a scheduled appointment, you must have a certified interpreter at the time of the scheduled appointment. If the interpreter fails to appear, staff shall take whatever additional actions are necessary to make a certified interpreter available to the customer or companion as soon as possible, but in no case later than two (2) hours after the scheduled appointment, or as convenient to the customer or companion.

If it is a non-scheduled appointment or non-emergency situation, you must provide a certified interpreter within two hours of the request, or at least by the next business day. In emergency situations an interpreter shall be made available as soon as possible, but in no case later than two (2) hours from the time the customer or companion requests an interpreter, whichever is earlier. If a customer or companion does want an interpreter, the type of interpreter must be determined by asking the customer or companion what the preferred method of communication is.

Non-Scheduled Interpreter Requests - If the situation is not an emergency, staff shall offer to schedule an appointment (and provide an interpreter where necessary for effective communication) as convenient to the customer or companion, but at least by the next business day.

Scheduled Interpreter Requests - For scheduled events, staff shall make a certified interpreter available at the time of the scheduled appointment. If an interpreter fails to appear for the scheduled appointment, staff shall take whatever additional actions are necessary to make a certified interpreter available to the customer or companion who is deaf or hard of hearing as soon as possible, but in no case later than two (2) hours after the scheduled appointment. If the auxiliary aid chosen is found to be ineffective, staff or interpreter must assess for any barriers that may have been present for the customer or companion. If the chosen auxiliary aid is determined to be the problem, it is the task of staff or the interpreter to check all mechanical settings (batteries). If the problem is determined to be with the interpreter, staff will attempt to diagnose any communication barriers. If staff determines that the interpreter is not effective, then staff will be responsible for finding an alternate certified interpreter.

In the event that requested auxiliary aids or service to a customer or companion are denied by one agency, other auxiliary aid or service agencies will be contacted until service is fulfilled. Furthermore, if customers do not want to use an interpreter, the consumer can use an alternative method (ex: pocket talker). The customer/companion will be provided with the preferred method of communication and auxiliary aid services needed.



Volunteers of America of Florida Auxiliary Aids Plan

Volunteers of America of Florida utilizes relay services for external telephone with TTY users. We accept and make calls through a relay service. The state relay service number is:

- 1-800-955-8770 (voice)
- 1-877-955-8773 (Spanish)
- 1-877-955-8707 (French Creole)

Volunteers of America of Florida provides this information in English and Spanish.

Per Volunteers of America of Florida's Deaf and Hard of Hearing policy, auxiliary aids and services will be documented and filed in the customer's medical record, which will be held for seven years.

Necessary aids and services will be provided for individuals who are in attendance at meetings, conferences, and seminars. Staff will locate and provide auxiliary aids and services as needed for events.

As part of commencing employment, staff will complete orientation and Hard of Hearing trainings, provided through the Department of Children and Families, within 60 days of hire.

All direct contact staff must complete the Hard of Hearing trainings, available through the Department of Children and Families, annually.

Per Volunteers of America of Florida's policies and procedures, for customers or companions using sign language as the primary means of communication, the program manager will contact a certified sign language interpreter. This will be done during Volunteers of America of Florida's normal hours of operations and on a 24/7 basis in case of emergencies.

Policies and Procedures describes in detail how to access the TDD/TTY devices for 24/7 access. For Florida Relay Service, call 711. Volunteers of America of Florida's requires verification of all interpreter's certification. The interpreter's certification will be verified by staff and a copy of the interpreter's certification will be held in the customer's medical record.

Single Points of Contact for State of Florida

Staff is responsible for contacting the appropriate interpreter on staff to interpret, if one is available and qualified to interpret; or obtaining an outside interpreter if a qualified interpreter on staff is not available. This will be done within Volunteers of America of Florida during normal hours of operation and on a 24/7 basis in cases of emergencies.

Any staff unfamiliar with the Deaf and Hard of Hearing Process needs to contact their Single Point of Contact for their location:



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SunCoast Region	Robert Irvin Richard Lane	813-418-7800 941-209-1035
Circuit 10	Glenn Phillips	863-385-9611

The ADA/504 Coordinator responsible for my activity is:

Location	Coordinator	Phone	Email
Headquarters	Pamela Thornton	(850) 717-4567	Pamela_Thornton@dcf.state.fl.us
Northwest	Juan Cox	(850) 717-4565	Juan_Cox@dcf.state.fl.us
FSH	Aldrin Sanders	(850) 717-4566	Aldrin_sanders@dc.state.fl.us
Northeast	Richard Dick Valentine	(904) 485-9682	dick_valentine@dcf.state.fl.us
Central	Richard Dicks, Jr.	(407) 489-2038	richard_D_Dicks@dcf.state.fl.us
SunCoast	Romina Artaza	(813) 337-5956	Romina_Artaza@dcf.state.fl.us
Southeast	Caroline Johnson	(561) 227-6723	Caroline_Johnson@dcf.state.fl.us
Southern	Caridad Fernandez	(305) 377-5219	Caridad_fernandez@dcf.state.fl.us

The ADA/504 Coordinator’s responsibility is to:

1. Disseminate specific plans and procedures to fully implement this agreement.
2. Analyze data collection collected in the Auxiliary Aid and Service Record and implement any corrective action plan, if warranted.
3. Answer questions and provide appropriate assistance regarding immediate access to and proper use of appropriate auxiliary aids and services.
4. Identify, develop and coordinate the distribution of qualified sign language and/or oral interpreters for the Direct Service Facilities.
5. Keep abreast of new technology and resources for ensuring effective communication with deaf or hard of hearing persons.
6. Cooperate with the Independent Consultant in implementing the terms of the Agreement.
7. Submit a report describing the method for capturing all information required in the Customer Communication Template and Auxiliary Aid and Service Record.
8. Communicate with each Single Point of Contact concerning services to deaf or hard-of hearing customers or companions.

Identify the Service Needed:

First, ask how the individual would like to communicate.



Volunteers of America of Florida Auxiliary Aids Plan

Sign Language:

Certified Sign Language Interpreters:

Accessible Communication for the Deaf – Sign Language Interpreting Agency -
<http://www.acdasl.com/> 813-253-0002

Absolute Quality Interpreting Services, LLC - Provides services statewide 24 hours
a day, 7 days a week. www.aqiservices.com 813-996-4960

Coda Link (954) 423-6893 Fort Lauderdale
Sign Language for (954) 423-2315
Deaf/Hard of Hearing

Glades Initiative (561) 996-3310
Julio Mariaca, Sign
Language & Language
Interpreter

Interpreters Network (305) 381-9555
(American Sign
Language, Translation
and Interpretation)

Nationwide Interpreter (888) 647-9788 PO Box 272142
ATTN: June Backer (561) 715-2346 C Boca Raton, FL
Sign Language for 33427-2142
Deaf/Hard of Hearing

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TTY users. We accept and make calls through a relay services.

Telecommunication Relay Service – Florida Relay Service, call 711
Video Remote Interpreting (When customers are in the same room)

Interp-Via-Video 212-202-5589

Absolute Quality (813) 785-1214 Contracted ASL infor@AQIservices.
Interpreting (AQI)7 voice/text provider com
Contact: Lisa (813) 200-3469 fax
Schaefermeyer *Provides video
Certified; Suncoast remote
Region interpreting
services.

Video Relay Interpreting (When customers are not in the same room)

Sorenson (801) 287-9400 Sorenson 801-287-9400
Communications Communications



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Volunteers of America of Florida Auxiliary Aids Plan

(Video Relay)

(Video Relay)

Registry of Interpreters for the Deaf (RID) – WWW.RID.ORG

Karen Hornberger, Bradenton, FL 34209, jkhornberger@verizon.net, 941-795-4846, Certified (CT)

Barbara Millios, Bradenton, FL 34209, Millios@tampabay.rr.com, 941-792-4741, Certified (CI)

Pamela Carberg, Sebring, FL 33875, pjzaterp@gmail.com, 863-253-4192, Certified (CT & CI)

Access Interpreting Services, LLC Tampa, FL 33679, 813-321-0427

Services for Circuit 10, 12, and 13

CIRCUIT 10 Service Center	Address	Program	Contact Information
Headquarters	1055 US Highway 17 N Bartow <i>Assistive Listening Device</i>	API/CPI/SAMH	Laura E. Antoine (10/26/12) Program Administrator 863-534-7100 ext. 136 863-519-8262 (cell)
Headquarters	1055 US Highway 17 N Bartow	CLS	Mercy Hermida Managing Attorney 863-697-8942 (cell)
Sebring	1000 S. Highlands Avenue Sebring <i>Assistive Listening Device</i>	CPI	Victor Stefanici Program Administrator 863-678-4761 (cell)
Sebring	1000 S. Highlands Avenue Sebring <i>Assistive Listening Device</i>	API	Iola Trotter Supervisor 863-402-7702 863-860-2049 (cell)
Lake Wales	730 Highway 60 W Lake Wales	ACCESS	James George Program Administrator 863-860-2551 (cell)
Lake Wales	730 Highway 60 W Lake Wales <i>Assistive Listening Device</i>	API	Iola Trotter Supervisor 863-860-2049
Lake Wales	730 Highway 60 W Lake Wales <i>Assistive Listening Device</i>	CPI	Victor Stefanici Program Admin. 863-678-4761 (cell)
Lakeland	4720 Old Highway 37, Lakeland <i>Assistive Listening Device</i>	ACCESS	Novella Johnson OMC 863-678-4140 (cell)
Lakeland	4720 Old Highway 37 Lakeland <i>Assistive Listening Device</i>	CPI	Jerry Muolo Program Administrator 863-860-1964 (cell)

CIRCUIT 12

(Manatee, Sarasota & De Soto)

BRADENTON 4210 20th St. West Bradenton, Fl. 34205	Folashade T. Franklin 941-554-1716 Cell:941-650-7027		Lisa Voigt 941-650-7433
SARASOTA ONE STOP 1864 17th Street Sarasota, Fl. 34234	Cheryle J Williams 941-554-1783 Cell:941-650-2629	Lisa Voigt 941-650-7433	Lynne Johnston 941-316-6131



Volunteers of America of Florida Auxiliary Aids Plan

FLORIDA

VENICE ONE STOP 897 E. Venice Ave. Venice, FL	Patricia Higel 941-993-6554	Lisa Voigt 941-650-7433	Lynne Johnston 941-316-6131
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ARCADIA ONE STOP 805 N. Mills Ave. Arcadia, FL 33426	Debbie Sleight 813-732-9957	Lisa Voigt 941-650-7433	Lynne Johnston 941-316-6131
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CIRCUIT 13

(Hillsborough):

REGIONAL HQ 9393 N Florida Ave Tampa, FL 33612.	Andrea Hewett	Kelly Kelley 813-375-3994 Judy Amison (Program Office) 813-558-5588)	MaryBeth Wehnes 813-558-1067 Child Care Licensing
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CART Services Florida Real- time/Caption ERR, CCP, CBC Tanya Ward English (CART)	(954) 767-6363 (954) 680-776(FAX)	tanya@floridarealtime. com
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Odessa	Mike J. Cano, RMR, CRR, CBC, CCP Alternative Communication Services 9236 Brindlewood Dr. Odessa, FL 33556 800-335-0911 813-926-7855	International
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Qualified Foreign Language Interpreters:

- **Day Interpreters**
<http://www.dayinterpreters.com/tampa>
1-800-969-6853
711 S. Howard Ave, Suite 200, Tampa, Florida, 33606
- **Certified Translation**
<http://www.certifiedtranslation.net>
1-866-201-2921